



CAREER EXECUTIVE ASSIGNMENT



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

POSITION TITLE	Chief, Office of AIDS C. E. A. Level 3
SALARY RANGE	\$8030 - \$8854 per month
RELEASE DATE	June 2, 2006
FINAL FILE DATE	July 7, 2006

DUTIES AND RESPONSIBILITIES:

Under the general guidance of the Deputy Director, Prevention Services, the Chief, Office of AIDS directs program activities through management and supervisory staff in areas related to statewide HIV/AIDS surveillance and epidemiology; research and evaluation; HIV education and prevention; and care and treatment for HIV disease. The Chief, Office of AIDS directs the HIV/AIDS programs for the department, manages a budget in excess of \$390 million, and provides supervision and direction for more than 180 staff.

EXAMINATION INFORMATION:

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year.) The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics. Should the screening committee deem it necessary, interviews may be conducted with the most qualified applicants. (Reference checks may be conducted on those candidates.) Interviews may not be conducted if the Department finds them unnecessary to make a final selection. If candidates are invited for an interview, they may be asked to perform a writing activity. All candidates will be notified in writing of the results of this examination.

The results of this examination will be used only to fill the position of Chief, Office of AIDS.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code, Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code, Section 18992.

And

Candidates must have the ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of specific knowledge and abilities listed below. These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, and may have been in State service, other government setting, or in a private organization.)

KNOWLEDGE OF:

- The organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch.
- Principles, practices, and trends of public administration, organization, and management.
- Techniques of organizing and motivating groups.
- Program development and evaluation.
- Methods of administrative problem solving.

- Principles and practices of policy formulation and development.
- Personnel management techniques.
- The Department's equal employment opportunity objectives and a manager's role in equal employment opportunity.

ABILITY TO:

- Plan, organize, and direct the work of multidisciplinary professionals and administrative staff.
- Integrate the activities of a diverse staff to attain common goals.
- Gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters.
- Develop cooperative working relationships with the public and people at all levels of government.
- Apply the principles and objectives of effective public administration and use proper administration procedures in furthering these objectives.
- Use well developed management skills to lead, motivate, and develop staff.
- Advise, consult, and work cooperatively with departmental staff.
- Effectively contribute to the Department's equal employment opportunity objectives.

In addition to the minimum knowledge and ability, applications will be screened on the basis of the following desired qualifications and characteristics.

DESIRABLE QUALIFICATIONS:

- Working knowledge of HIV/AIDS surveillance and epidemiology, care services, and coordinated prevention activities.
- Demonstrated ability to deal effectively with a variety of individuals and organizations, and other state and local governments.
- Working knowledge of the California legislative and budgetary processes necessary for effective program implementation.
- Familiarity with the organization, goals, and objectives of the Department of Health Services.
- Demonstrated ability to work with the State control agencies, Legislature, and other governmental entities.
- Knowledge of the fundamentals of accounting, budgeting and fiscal reporting.
- Knowledge of the State civil service system, employee/employer relations, employee development, grievance process, and equal employment opportunity programs.
- Demonstrated management experience over a large diverse staff.
- Knowledge of sound organizational planning.

DESIRABLE CHARACTERISTICS:

Creativity and Innovation – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

STATEMENT OF QUALIFICATIONS:

In addition to the Standard State Application (STD. 678), all interested applicants are **required** to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. This Statement of Qualifications must discuss the following critical factors:

1. Describe your leadership ability, including techniques of organizing and motivating groups and/or employees.
2. Describe your experience dealing effectively with a variety of individuals, organizations, state agencies, and local governments.

3. Describe your ability and experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
4. Describe your knowledge of the principles and practices of public administration, organization, and management. Include in your response experience in developing programs that serve diverse communities.
5. Describe your experience developing public health policies and programs.
6. Describe an experience that demonstrates your ability to analyze complex and sensitive problems and recommend effective courses of action.
7. Describe your working knowledge of HIV/AIDS surveillance and epidemiology, care services, and coordinated prevention activities.
8. Describe your knowledge of, and experience with, the California legislative and budgetary processes necessary for effective program implementation.

FILING INSTRUCTIONS:

All interested applicants must submit two copies of the Standard State Application (Form STD 678), resume and Statement of Qualifications in person or by mail to:

By Mail:	Department of Health Services Selection Unit Attn: Lisa Jeffers M.S. 1301 P.O. Box 997411 Sacramento, CA 95899-7411	In Person:	Department of Health Services Selection Unit Attn: Lisa Jeffers 1501 Capitol Avenue, Suite 71.1501 Sacramento, CA
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APPLICATIONS RECEIVED WITHOUT THE STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.

Applications postmarked, personally delivered, or received via interoffice mail after 5:00 PM on the final filing date of July 7, 2006, will not be accepted.

ADDITIONAL INFORMATION:

- Questions regarding the examination process should be directed to Lisa Jeffers at ljeffers@dhs.ca.gov or at (916) 552-8351.
- Questions regarding the position should be directed to Michael Ayala at mayala@dhs.ca.gov or at (916) 440-7575.

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California Relay (Telephone) Service for the Deaf or Hearing Impaired:

From TDD Phones: 1-800-735-2929 From Voice Telephones: 1-800-735-2922.